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ADPICS PCHL5500 Specifications/Terms

ADPICS allows standard terms and specifications to be maintained for use by the buyers. Buyers may retrieve the terms they need for ITBs, BPOs and POs, and any non-standard terms may be word processing documents used as an attachment. The following terms are currently in ADPICS. Those with italicized descriptions are the actual wording of the specification or term.

Spec/Term ID	S = Spec/ T = Term	Short Title	Description
\$CHG	T	T's & C's w/Price Changes	Utilized by Office of Purchasing Energy & Mgmt. Svcs. Section. (See on-line for complete spec.)
\$FIRM	T	T's & C's w/Firm Prices	Utilized by Office of Purchasing Energy & Mgmt. Svcs. Section. (See on-line for complete spec.)
AFT11	S	Alternate Bids	<i>Alternate bids to meet or exceed expectations of suggested brand.</i>
ALT11	S	Alternate Bids	<i>Alternate bids to meet or exceed specifications of suggested brand.</i>
ALT12	S	Alternate Packaging	<i>Alternate forms of unit packaging will not be accepted.</i>
ALT13	S	Warehouse Services Approv	<i>Alternate bids to have prior warehouse services approval.</i>
ALTER	T	Specified Brands	<i>Vendors bidding other than specified brands must submit complete descriptive literature.</i>
BBS	T	BBS Attachments	<i>If you are obtaining this invitation to bid (ITB) via the Office of Purchasing Bulletin Board system, please be aware that there are attachments to this ITB which cannot be transmitted electronically on the bulletin board (i.e., blueprints, sketches, photographs, etc.). Therefore, you are required to contact the Office of Purchasing at (517) 335-0230 to request that the attachments be mailed to you.</i>

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BPOSG	T	BPOSIG/Contractor & State	Signature block for BPO's, signed by the contractor and the State. (See on-line for complete term.)
CALWS	S	Call Before Delivery	<i>Call Warehouse Services 24 hours before delivery of commodities. Ask for Joe Shell or Dick Hauser at 517-334-6846.</i>
CANCL	T	Cancellation Clause	The State's standard cancellation language. (See on-line for complete term.)
CONFM	T	Confirming Order	<i>This is a confirming order. Do not duplicate.</i>
DELV2	T	Deliveries	<i>Deliveries accepted Monday thru Friday, 8:00 am to 11:00 am and 12:00 to 3:00 pm. No weekend or holiday deliveries will be accepted.</i>
DETRM	T	Delivery Hours	<i>Please deliver between the hours of 8 am and 3 pm. No weekend or holiday deliveries will be accepted.</i>
DMA01	S	Grounds Main.	Grounds maintenance service for Dept. of Military Affairs. (See on-line for complete spec.)
DMA02	S	Weed Control	Weed control service for Dept. of Military Affairs. (See on-line for complete spec.)
DMA03	S	Refuse Removal	Refuse removal service for Dept. of Military Affairs. (See on-line for complete spec.)
DMA04	S	Snow Plowing/Removal	Snow plowing/removal service to be performed at the following address: Dept. of Military Affairs. (See on-line for complete spec.)
DMA05	S	Pest Control Service	Pest control service for Dept. of Military Affairs. (See on-line for complete spec.)
EGGS	T	Eggs, Fresh	Prices for farm fresh egg market, updated weekly. (See on-line for complete spec.)
EP	T	Extended Purchasing	Non-State Agency Statement for Extended Purchasing Program. (See on-line for complete term.)

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EXHB	T	Formal ITB-Short Form	Formal Invitation to Bid (ITB) - Short Form (Contract value above \$25,000). (See on-line for complete term.)
EXHC	T	Standard Contractor Terms	Terms for Standard Contractor. (See on-line for complete term.)
GUARD	S	Security Guard Services	Security guard services specifications block for FIA. (See on-line for complete spec.)
INDBX	S	Individually Boxed	<i>Material to be individually boxed, labeled, and palletized.</i>
INSTL	T	Deliver/Assemble/Place	<i>Vendor is to provide inside delivery, to install, assemble or set in place all components, and to remove all debris from the worksite. Costs for above should be included in unit costs.</i>
ITB	T	Instructions	Terms previously pre-printed on the back of the DMB-285. For use with all ITBs. (See on-line for complete term.)
ITB+	T	ITB term for all docs	Standard terms for all sections for use in all documents (ITB through BPO). (See on-line for complete term.)
ITB-1	T	OP only/1-step ITBs only	For use with Office of Purchasing single-step services sealed bids. (See on-line for complete term.)
ITB-2	T	OP only/2-step ITBs only	For use with Office of Purchasing 2-step services sealed bids. (See on-line for complete term.)
ITB-3	T	OP only/SB submission	For use with Office of Purchasing single-step sealed bids. (See on-line for complete term.)
KCFHR	T	KCF Warehouse	<i>The KCF warehouse will only accept deliveries Monday through Thursday from 7:30 am until 2:00 pm. No deliveries will be accepted after 2:00 pm on Friday's, or any State holiday. Pallets stacked higher than 5'6" (5 ft. 6 in.) will only be unloaded from the tailgate.</i>
K0001	T	KPH Contractor Instruct.	Standard terms and instructions for Kalamazoo Psychiatric Hospital contractors. (See on-line for complete term.)

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K0002	T	MSDSS	<i>A Material Safety Data Sheet (MSDS) is required to be provided with the shipment of an ordered chemical product. Failure to include the product's MSDS form with the shipment will result in the product not being accepted by the Kalamazoo Psychiatric Hospital. Any return shipping costs incurred by the carrier will become the responsibility of the product's vendor.</i>
K0003	T	EST - Estimated Cost	<i>The dollar value of this order is estimated based on the quantity and items listed. Quantities cannot be increased or items added because actual cost is less than estimated cost.</i>
LABEL	T	Printing Label	Term for labels regarding printed materials. (See on-line for complete term.)
LABOR	T	Unfair Labor Practices	Standard clause regarding unfair labor practices. (See on-line for complete term.)
LEIN	T	Huron Valley Center Lein	<i>Bidders must also note: Successful vendor must understand that any employee of said vendor who is selected to perform work at the Huron Valley Center will be required to complete a criminal history (lien) check before starting. Failure to meet our acceptable criteria will result in the employee being denied entrance and alternative employees being requested</i>
LPGAS	T	Liquid Propane Gas Prices	Terms for liquid propane gas prices. (See on-line for complete term.)
MATFB	S	FOB Delivered	<i>Material to be 'FOB Delivered.'</i>
MEATS	T	Vendor Certification	Certification of meat quality required by OOP Commodity Procurement Section. (See on-line for complete term.)
MILK	T	Milk/Dairy Prices	Prices for MMPA market, updated monthly. (See on-line for complete term.)

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MISDI	T	MIS Delivery Instructions	<i>Delivery information - No shipping dock. Inside delivery required to first floor receiving area. Delivery hours 8AM to 4PM, Monday thru Friday, excluding holidays. Please call 517-887-7747 or 517-335-4614 with delivery questions.</i>
MJC01	T	Note w/Receiving Report	<i>Term for Michigan Jobs Commission - purchase order with receiving report attached. Note to MJC requesting/receiving locations - This is your purchase order with receiving report attached. Please review all items on this purchase order. If you question any items, contact MJC Purchasing immediately. If you have questions about delivery, contact the vendor directly. Upon receipt of items, complete the attached receiving report. Forward the completed receiving report to MJC Accounts Payable.</i>
MJC02	T	Note w/o receiving Report	<i>Term for Michigan Jobs Commission - purchase order. (See on-line for complete term.)</i>
MJC03	T	MAIN Receiving Report	<i>Term for Michigan Jobs Commission - purchase order with electronic MAIN receiving report information. (See on-line for complete term.)</i>
MJC04	T	Receiving Rpt. Unnecessary	<i>Term for Michigan Jobs Commission - purchase order, receiving report not necessary. (See on-line for complete term.)</i>
MJC05	T	No Further Action	<i>Note to MJC requesting/receiving location - This is your purchase order, which is being processed for payment. Payment and attachments (if any) will be sent directly to the vendor. No further action is required on your part. Please reference this purchase order number when making payment inquiries.</i>

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MJC06	T	MAIN Report/Invoice	Term for Michigan Jobs Commission - purchase order with electronic MAIN receiving report and invoice information. (See on-line for complete term.)
MJC07	T	No Rec Rpt/MAIN Invoice	Term for Michigan Jobs Commission - purchase order and MAIN invoice information, receiving report unnecessary. (See on-line for complete term.)
MJC08	T	Proofs	Term for Michigan Jobs Commission - proofs for printing. (See on-line for complete term.)
MJC09	T	PO Number	<i>***Note to vendor*** Be certain to include this purchase order number on your invoice(s) and other correspondence related to this order. Include the agency contact name, shown in the "Contact" area at the top of page 1 of this order, in the "Ship To" address on all shipments.</i>
MJC10	T	REQ Header	Term for Michigan Jobs Commission - requisition header document. (See on-line for complete term.)
MJC11	T	Partial Shipments	Term for Michigan Jobs Commission - partial shipments. (See on-line for complete term.)
MRFDI	T	MRF Delivery Instructions	<i>Delivery hours - Monday through Friday before 3:30 pm. No delivery on holidays. Tax exempt #A154961.</i>
MSDAC	S	MSDS	<i>MSDS to accompany shipment of material.</i>
NCF01	T	Newberry Deliveries	<i>All deliveries to use County Road 403 entrance (north side of facility). All truckload and LTC shipments that exceed 300 lbs. must give 48-hour prior delivery notification by contacting the warehouse at (906) 293-6317.</i>
NEWPO	T	PO Insert	<i>See attached purchase order instructions and conditions.</i>
NOCHA	T	Mesa commodity language	<i>Deviations from commodity specifications will only be honored if a bona fide advice of change (A/C) has been completed by</i>

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			<i>agency procurement staff. Charges for any other deviations from originally agreed to specifications will not be honored.</i>
NSUBO	T	No Substitutes	<i>No substitutes and no back-orders.</i>
NUSBO	T	No Substitute	<i>No substitutes and no back-orders.</i>
OPDOC	T	Term for all OP docs only	<i>Contract distribution - The Office of Purchasing shall retain the sole right of PO/BPO distribution to all state agencies and local units of government unless other arrangements are authorized by the Purchasing office.</i>
OPEN	T	Open bid submission	Term defining how to submit an Open Bid. (See on-line for complete term.)
PALHS	S	Palletized	<i>Material to be palletized.</i>
PALRG	S	Palletizing Specs	Palletizing Specification (See on-line for complete spec.)
PALRL	S	Palletizing	Palletizing Specification (See on-line for complete spec.)
PARE	T	Perf. & Reliability Eval.	Term defining performance and reliability evaluation (PARE). (See on-line for complete term.)
PLATT	T	Platts Oil Gram	Platt's Oil Gram Market Prices, updated weekly. (See on-line for complete term.)
PO	T	PO vendor instruct/OOP	Terms previously pre-printed on the back of the Purchase Order (DMB-287) for Office of Purchasing use only. (See on-line for complete term.)
PO-DS	T	PO Delivery Schedule	Delivery Schedule term for purchase orders. (See on-line for complete term.)

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Spec/Term ID	S = Spec/ T = Term	Short Title	Description
POI&C	T	PO Instructions & Cond.	Term defining Purchase Order instructions and conditions. (See on-line for complete term.)
POINS	T	Indem/cont liability ins.	Indemnification and Contractor's Liability Insurance terms only. (See on-line for complete term.)
POSIG	T	1-time po/state sig only	For one-time POs not requiring contractor's signature. (See on-line for complete term.)
PRINT	T	Printing Form	Vendor fill-in for printing. (See on-line for complete term.)
QUICK	T	Quick Purch Attach	<i>Important: This purchase order consists of the terms on the front and/or reverse side hereof and any attachments. This agreement represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by written instrument signed by both parties.</i>
RECYC	T	Recycle Definition	Wastepaper defined. (See on-line for complete term.)
SAMPL	T	Samples	Instruction to bidders on submission of samples. (See on-line for complete term.)
SHIP	T	Freight Charges	Term defining freight charges and carriers to be used. (See on-line for complete term.)
SIGID	T	Authorized Signature	Signature block. (See on-line for complete term.)
SNOW	S	Snow Removal Specs	Specifications for snow removal contracts. (See on-line for complete spec.)
SPDET	T	DOC Delivery Schedule	<i>Please deliver Monday thru Friday, 8:00 am to 11:00 pm and 12:30 pm to 3:00 pm. No deliveries will be accepted between the hours of 11:00 and 12:30 pm, weekends or holidays. Thank you.</i>
SUBNO	S	Substitutions	<i>No substitutions.</i>

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SVCS	T	Svcs term for all docs	Terms commonly used for services procurements, in all documents (ITB through BPO). (See on-line for complete term.)
SWPO	T	PO vendor instruct/agency	For agency POs under DMB delegated authority. (See on-line for complete term.)
TOTAL	T	Total Invoice	<i>The total invoice on this order must not exceed \$499.99 including all delivery and/or shipping charges. If this order cannot be shipped for \$499.99 or less, please phone before processing. Thank you.</i>
T0001	T	Tested/Certified	<i>The material on this order is to be tested and/or certified. Upon award, please contact MDOT Materials and Technology Division at (517) 322-1211.</i>
T0002	T	Safety Data Sheet	<i>Material Safety Data Sheet must be furnished to the MDOT Safety Section, P.O. Box 30050, Lansing, MI, 48909 prior to delivery of products. Refer safety questions to (517) 373-2874.</i>
T0003	T	FOB	<i>Please quote FOB delivered.</i>
T0004	T	48 Hour Notice	<i>Forty-Eight-hour notice required prior to delivery.</i>
T0005 (see ALTER)	T	Alternate	<i>If bidding an alternate, descriptive literature must accompany bid.</i>
T0006	T	MI Commodity Code	<i>All cartons/boxes/bundles shall have the Michigan Commodity Code number stamped on the outside.</i>
T0007	T	Palletized	<i>To be palletized.</i>
T0008	T	Sole Source	<i>Sole Source. Do not substitute.</i>
T0009	T	Mandatory Pre-Bid Mtg.	<i>Mandatory pre-bid meeting. Failure to attend disqualifies bid.</i>
T0010	T	To be Tagged.	<i>To be tagged.</i>
T0011	T	Set in Place	<i>To be set in place.</i>
T0012	T	Unloading with Forklift	<i>To be shipped on truck with removable side racks and on minimum 4" stickers for unloading with a forklift.</i>

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Spec/Term ID	S = Spec/ T = Term	Short Title	Description
T0013	T	Estimate Only	<i>The amount of this order is an estimate only and may increase or decrease depending upon actual requirements.</i>
T0014	T	Banded	<i>Shipments shall be banded.</i>
T0015	T	2000 LB Maximum	<i>Maximum 2000 lbs. per pallet.</i>
T0016	T	Fund Source	<i>Fund source: 116; State Trunkline/Restricted.</i>
T0017	T	Alternative Quotations	<i>Alternative quotations require MDOT Signal Officer approval prior to award.</i>
T0018	T	Alternat. Quot. Compliance	<i>MDOT reserves the right to review alternate quotations for compliance with the specifications.</i>
T0019	T	Title To	<i>Title to: Michigan Department of Transportation Bureau of Finance & Administration 2522 W. Main Street Lansing, MI 48917</i>
VENDG	T	Ref Vendors To Vend Guide	<i>Please see the Office of Purchasing vendor guide, "Doing Business with the State of Michigan - A Guide for Vendors" for further information regarding the bidding process in the state of Michigan. This guide includes information on how Michigan Buys, the types of solicitations that are used. How to prepare responses to solicitations, and vendor appeal procedures. Copies of the guide are available on the Office of Purchasing Bulletin Board, or by calling (517)373-0330.</i>
Warrn	T	Warranty Information	<i>Vendor fill-in warranty information. (See on-line for complete term.)</i>
231GM	S	Ground Maintenance	<i>Specifications for ground maintenance. (See on-line for complete spec.)</i>
231HR	T	Delivery Hours	<i>Please deliver between the hours of 8:00 am and 4:00 pm. No weekend or holiday deliveries will be accepted.</i>

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231IC	T	DOS Add'l Instructions	Right to Know, Labeling, Material Safety Data Sheets, Service Contractor Responsibilities - Dept. of State additional terms. (See on-line for complete term.)
231IN	S	Vendor Invoice	<i>Vendor must include complete purchase order number on all invoices.</i>
231JA	S	Janitorial	Specification on janitorial contracts. (See on-line for complete spec.)
231RB	S	Rubbish Removal-BAG	Specification for rubbish removal (trash bag service). (See on-line for complete spec.)
231RC	S	Rubbish Removal-Container	Specification for rubbish removal (container service). (See on-line for complete spec.)
231SR	S	Snow Removal	Specifications and pricing for snow removal. (See on-line for complete spec.)
472IN	T	Invoices	<i>Purchase order numbers are to be on all invoices and correspondence.</i>
472NB	T	When Needed	<i>To be released on needed basis by phone or fax.</i>
472NN	T	ASAP	<i>Please deliver as soon as possible.</i>
472PA	T	Prior Authorization	<i>Do not exceed the estimated amount without prior authorization.</i>